Draft

Service Center Team Charter
June 4, 2002

Objective

The Service Center Team will formulate and recommend the most effective and efficient Service Center structure which effectively supports Site Office operations and NNSA Corporate service demands. The organizational structure will be designed to support the Service Center concept envisioned in the February 2002 NNSA Organization Report. Implementation will be fully integrated with organizational needs and requirements related to establishing strengthened Site Offices at NNSA's eight major contractor sites and meeting NNSA "corporate" services demands. The Team will complete its analysis and recommendations such that the Service Center operations can begin in late calendar year 2002. A Milestone Plan is contained in Attachment I. The Team will utilize the Working Assumptions set forth below to guide its effort.

Team Membership

> Jim Hirahara, Team Lead, OAK
> Ralph Erickson, Member, FO
> Mike Kane, Member, MA
> Tony Lane, Member, MA
> Dave Marks, Member, NV
> Patty Wagner, Member, AL
> Bill Brumley, Site Office Team Ex Officio Member
> Ed Wilmot, DP Team Ex Officio Member
> Chuck Dougherty, NN Team Ex Officio Member

Working Assumptions

I. Maintain capability, based on requirements, to support the NNSA enterprise

- Provide full service business and technical support to site offices, HQ, and among service centers
- Maintain capability based on broadly defined customers needs
- Support sites by interfacing with contractors within prescribed limits

II. Maintain functions across entire NNSA organization as needed to support sites.

- Functions will include the following general areas as detailed in Attachment II

  ➢ Human Capital Management
  ➢ Procurement and Contracts
  ➢ Contractor Human Resources Oversight

> ➢ Real and Personal Property Management
> ➢ Information Technology
> ➢ Legal
> ➢ Accounting Services and Financial Management
> ➢ Budget and Resources Management
> ➢ Strategic, Long Range and Multi-year Planning
> ➢ Security
> ➢ Environmental, Safety and Health
> ➢ Project Management
> ➢ Public Affairs, Information and Intergovernmental Relations
> ➢ Program and Technical Support

III.   Seek effectiveness, efficiency and use of best practices in all Service Center Functions

IV.   Promote consistency and standardization of operations within and among service center(s)

V.   HQ will develop policy and service centers will implement corporate policy

VI.   Service Center(s) report to NA-2, and options for alternative reporting will be considered as part of re-engineering

VII.   Continue to support existing non-NNSA program elements and external Customers

Deliverables

- Submit Finalized Charter and Work Plan   April 15, 2002
- Briefing to Leadership Coalition on Model Concept   May, 2002
- Briefing to Leadership Coalition on Org. Structure   September, 2002
- Multi-year Implementation Plan for Service Centers   October, 2002